Microsoft Excel Session

Teach Them:

Copy/paste – Benchmark report to new document – columns of information a - g

Sort – By student score on benchmark report

Filter – use Benchmark Results to filter out level 4 students, and to find Raymond Johnson

Concatenate – to edit new document so that student names are in one cell

Quick Copy – copy and paste this new formula

Quick Format – turn the text green

Vlookup – import the test 3 growth scores from the growth document columns h-j

Conditional formatting – take test 3 scores and turn the text red for the top/bottom 10%

Countif – import the count of the number of student probes to column k

Sumif – import the sum of the correct answers of student probes to column l

Averageif – import the average percent correct of student probes to column m

Averageifs – import the average percent correct of operations probes to column n

Number/Percent – change columns m and n to percent

Copy and Divide – divide columns m and n by 100 to standardize the percentage

Text to Columns– Take Class Project Scores column A and separate name into columns space

Compounding Functions – Use multiple sumifs to three columns of scores into column 0

Lookup – Use Lookup Function to Group Students Based on overall Project Score

Randbetween – I also want 5 random groups for next weeks project, add this to column q

Pivot table – Use pivot on new sheet to analyze project score crosstab w/ prof level – filter for blue

Worksheet naming – name to sheets to distinguish and change the color

Function Wizard – show how this would be used on column o

Use These Data:

**Benchmark Data**

**Benchmark Growth**

**Progress Zone Probe #1**

**Project Assignment #4**